



CENTER
FOR
TECHNOLOGY
AND
ADMINISTRATION

presents

**AN INSTITUTE ON TECHNICAL
LITERATURE ABSTRACTING**

May 17-18, 1965

**AN INSTITUTE ON TECHNICAL
LITERATURE INDEXING**

May 19-21, 1965

at

EXECUTIVE HOUSE
1515 RHODE ISLAND AVE., N.W.
WASHINGTON, D. C.

Director of the Institutes
DR. ISAAC D. WELT

THE
AMERICAN
UNIVERSITY
INVITES
YOU

PURPOSE:

To provide an introduction to the problems of abstracting and indexing the scientific and technical literature. A pragmatic approach to the various methods and techniques used for the analysis of scientific documents in various subject-matter areas such as chemistry, biology, engineering, etc., by prominent active practitioners. Informal discussion and tutorial sessions as well as formal presentations are scheduled. Registrants will have ample opportunity to discuss their own abstracting and indexing problems with members of the Institutes' staff.

ENROLLMENT:

The programs have been designed to meet the needs of special librarians, professional abstractors and indexers, managers of information centers and governmental officials engaged in programs in support of scientific and technical information activities.

COST OF INSTITUTES:

Attendees may enroll for either or for both institutes. Cost of the two-day Institute on Technical Abstracting is \$100.00, for the three-day Institute on Technical Indexing is \$150.00. Combined enrollment is \$200.00. Costs include lunches each day and background materials which will be distributed prior to the Institutes. A copy of any proceedings of these Institutes that may be published will also be sent to each enrollee.

LOCATION AND SCHEDULE:

Institute sessions will be held at the Executive House, 1515 Rhode Island Avenue, N.W., Washington, D. C. The daily schedule will normally be from 9:30 a.m. to 5:00 p.m., May 17 through May 21, 1965. Free parking is available. The Director of the Institute will be available for special consultation on the evenings of May 17, 20 and 21.

REGISTRATION:

Registration for the Institute on Technical Literature Abstracting will take place on May 17, 1965, from 9:30 a.m. to 10:30 a.m. Registration for the Institute on Technical Literature Indexing will take place on May 19, 1965 from 9:30 a.m. to 10:30 a.m., at the Executive House, 1515 Rhode Island Avenue, N.W., Washington, D. C.

SPONSORSHIP:

The Institute is under the joint sponsorship of the School of Government and Public Administration, the School of Business Administration, and the Department of Mathematics and Statistics, The American University.

FOR FURTHER INFORMATION:

Write Mr. Paul W. Howerton, Director, Center for Technology and Administration, The American University, 2000 G Street, N.W., Washington, D. C. 20006 - or telephone 783-4940.

INSTITUTE ON TECHNICAL LITERATURE ABSTRACTING

Dr. Isaac D. Welt, Director

PROGRAM

MONDAY, MAY 17, 1965

Registration and Coffee

OPENING OF THE INSTITUTE

Address of Welcome

Program Orientation

Introduction to Sessions

SESSION I

"Training Procedures for Scientific and Technical Abstractors"

Dr. Walter M. Bejuki, Deterioration Project, National Academy of Sciences—National Research Council

LUNCHEON

SESSION II

"Controlled Abstracting in a Mission-Oriented Information Center"

Mr. Everett H. Brenner, American Petroleum Institute

"Modular Contents Analysis"

Mr. Saul Herner, Herner and Company

TUESDAY, MAY 18, 1965

SESSION III

"The ABC's of Abstracting: Accuracy, Brevity, Clarity"

Dr. Elizabeth M. Zipf, Biological Abstracts

"Abstracting Technical Reports in the Electronics Field"

Dr. Alice A. Leeds, National Institute of Mental Health

LUNCHEON

Speaker to Be Announced

SESSION IV

"Current Problems in the Abstracting of the Biomedical Literature"

Mr. Boris R. Anzlowar, Pharmaco-Medical Documentation

"Specialized Abstracting Techniques in the Medical Literature"

Mr. S. Sim Kessler, Medical Literature Inc.

CRITIQUE AND SUMMARY OF THE INSTITUTE

INSTITUTE ON TECHNICAL LITERATURE INDEXING

Dr. Isaac D. Welt, Director

PROGRAM

WEDNESDAY, MAY 19, 1965

Registration and Coffee

OPENING OF THE INSTITUTE

Address of Welcome

Program Orientation

Introduction to Sessions

SESSION I

"Training Indexers by Means of Programmed Instruction"

Basil Doudnikoff, Jonker Business Machines

LUNCHEON

SESSION II

"Indexing of the Drug Literature Special Problems"

Mr. Boris R. Anzlowar, Pharmaco-Medical Documentation

"Citation Indexing"

Dr. Irving H. Sher, Institute for Scientific Information

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on back



APPLICATION FOR ENROLLMENT

Paul W. Howerton, Director

Center for Technology and Administration

The American University

2000 G Street, N.W. • Washington, D. C. 20006

I wish to enroll in the following Institute to be held at the Executive House, 1515 Rhode Island Ave., N.W., Washington, D. C.

- ☐ Technical Literature Abstracting May 17-18, 1965. \$100.00
- ☐ Technical Literature Indexing May 19-21, 1965. \$150.00
- ☐ Both Institutes May 17-21, 1965. \$200.00

NAME.....

ADDRESS.....

EMPLOYER'S NAME AND ADDRESS.....

APPLICANT'S POSITION.....

Tuition or statement of official approval for attendance must be received before enrollment can be assured. Checks should be made payable to The American University. The University reserves the right to withdraw either or both of the Institutes if in its opinion the enrollment is insufficient to justify the program.

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PROGRAM — INSTITUTE ON TECHNICAL LITERATURE INDEXING —

THURSDAY, MAY 20, 1965

SESSION III

"Creating Optimal Indexing Terms in Hierarchical Classification Systems as Illustrated by the Patent Office Scheme"

Mr. Simon M. Newman, The American University;
Documentation Consultant

"Index Mechanization and the Universal Decimal Classification"

Mr. Malcolm Rigby, Meteorological and Geostrophysical
Titles

LUNCHEON

Speaker Will Be Announced

SESSION IV

"Human and Computer Resources in the Indexing and Retrieval of Interdisciplinary Scientific Information"

Drs. Monroe E. Freeman and David F. Hersey, Science
Information Exchange

FRIDAY, MAY 21, 1965

SESSION V

"Comparison of Descriptors and Uniterms: Two Varieties of Coordinate Indexing"

Mrs. Lea M. Bohnert, The American University;
Documentation Consultant

"Automation of Scientific Communication: A Recent Experiment"

Mrs. Claire K. Schultz, Institute for Advancement of
Medical Communication

LUNCHEON

SESSION VI

"An Experiment in Mechanized Information Indexing in a Specialized Area of Medical Research"

Mrs. Lois F. Lunin, Drexel Institute of Technology

CRITIQUE AND SUMMARY OF THE INSTITUTE

DIRECTOR OF THE INSTITUTES

DR. ISAAC D. WELT

Deputy Director of the Center for Technology

and Administration for Scientific and Technical Information, The American University

ADVISORY COMMITTEE

DR. CHARLES BERNIER—National Library of Medicine

MRS. LEA BOHNERT—The American University

MR. RALPH I. COLE—The American University

MRS. ETHALINE CORTELYOU—National Aeronautics and
Space Administration

DR. MONROE E. FREEMAN—Science Information Exchange

MR. PAUL W. HOWERTON—The American University

DR. KEATHA KRUEGER—National Institutes of Health

MR. FOSTER MOHRHARDT—National Agricultural Library

MR. SIMON M. NEWMAN—The American University

MR. JOHN SHERROD—Atomic Energy Commission

OTHER INSTITUTES SCHEDULED THROUGH JUNE, 1965

I desire information as soon as it is available for the Institutes checked below:

April 26-29	10th Institute on Research Administration	<input type="checkbox"/>
May 10-13	Institute on Electronics and Automation in Publishing	<input type="checkbox"/>
May 10-13	Institute on Advanced Computer Programming	<input type="checkbox"/>
June 7-10	Institute on Management through Data Control and Communications	<input type="checkbox"/>
June 7-18	19th Annual Institute on Modern Archives Administration	<input type="checkbox"/>